

TOWN OF BRIGHTON

Resolution 2020-7

A RESOLUTION AMENDING RESOLUTION 2019-7 AND THE RULES OF ORDER AND PROCEDURE FOR BRIGHTON TOWN COUNCIL MEETINGS

WHEREAS, on November 20, 2019 the Brighton Town Council Elect adopted Resolution 2019-7 approving Rules of Order and Procedure and on January 6, 2020, the Brighton Town Council ratified its prior Resolutions.

WHEREAS, Utah Code § 10-3-507 requires that the minimum number of yes votes required to pass any ordinance or resolution, or to take any action by the council, unless otherwise prescribed by law, is a majority of the voting members of the council, regardless of absence or vacancy.

WHEREAS, Utah Code § 10-3b-402 requires that the mayor in a municipality operating under a five-member council form of municipal government is a regular and voting member of the council.

WHEREAS, the Council wishes to adopt rules regarding committees.


NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF BRIGHTON, UTAH that the Council shall amend and adopt the Rules of Order and Procedure to govern its meetings as follows. See Attachment A for final version.


RULE 4. VOTING

The minimum number of votes required to pass any action is three, even if there are absences or vacancies on the Council. A roll call vote will be taken and recorded for all Resolutions, Ordinances, and any actions that would create a liability against the town. Otherwise, the Council may vote as a group, and the vote shall be recorded. The Mayor will vote and shall have no veto power.

This Resolution shall take effect immediately.

PASSED AND APPROVED this 3rd day of February, 2020.

BY 
Dan Knopp, Mayor

ATTEST 
Barbara Cameron, Acting Town Clerk



Attachment A: Town of Brighton Rules of Order and Procedure as Amended February 3, 2020

ATTACHMENT A

TOWN OF BRIGHTON RULES OF ORDER AND PROCEDURE (AMENDED FEBRUARY 3, 2020)

Pursuant to Utah Code 10-3-606, the Town of Brighton hereby adopts the following rules of order and procedure to govern its meetings:

RULE 1. AGENDA

A written Agenda, published in advance, shall guide the meetings. Items may only be placed on the Agenda by the Mayor or any two Council members. A Resolution or Ordinance must be published in writing before a vote is taken on it. Matters not on the Agenda may be discussed, but no final action is taken on matters not on the Agenda.

RULE 2. ORDER AND PROCEDURE

Council meetings are chaired by the Mayor, and will follow a simplified Roberts Rules of Order. Agenda items are usually considered in the order listed, but may be reordered with consent of Council members.

RULE 3. QUORUM

A quorum consists of three Council members, including the Mayor.

RULE 4. VOTING

The minimum number of votes required to pass any action is a majority, even if there are absences or vacancies on the Council. A roll call vote will be taken and recorded for all Resolutions, Ordinances, and any actions that would create a liability against the town. Otherwise, the Council may vote as a group, and the vote shall be recorded. The Mayor will vote and shall have no veto power. (Amended 1-6-2020)

RULE 5. RECONSIDERATION

Any action taken by the Council may not be reconsidered or rescinded at a special meeting unless the number of Council members at the special meeting is equal to the number of members present at the meeting when the action was approved.

RULE 6. MEETING MINUTES

A written draft of the Meeting Minutes will be made available to Council members and the public within 7 days after the meeting for review and comment. They shall be designated as a draft copy until formally approved by the Council as a public document and filed in the official records of the Town.

RULE 7. OPEN MEETINGS

All meetings of the Town Council shall be held in compliance with the provisions of Title 52, Chapter 4, Utah Open and Public Meetings Act.

RULE 8. ETHICAL REQUIREMENTS

The Mayor and Council members must comply with the Municipal Officer's and Employees' Ethics Act described in Utah Code §§ 10-3-1301 to 10-3-1312. (http://le.utah.gov/code/TITLE10htm/10_03_130100.htm)

RULE 9. RULES OF DECORUM

- A. Council members shall treat each other with respect and act in a civil and courteous manner to each other and the public.
- B. Public remarks must not be personal, impertinent, unduly repetitive, slanderous, profane, threatening, abusive, or otherwise impeding the orderly conduct of a Council meeting.
- C. A time limit may be established for public comments that address the Council on any item, even if it is not on the Agenda. Generally, members of the Council will not comment on the public comments. If they are administrative issues, the issue is typically referred to the Town Manager.

- D. At the discretion of the Mayor or upon a 2/3 vote of the Council, any person who fails to observe the rules of decorum will be asked to leave the meeting room.
- E. If a person is removed from the meeting room for disorderly conduct, the Council may decide to postpone voting on the issue of concern in order to avoid the appearance of retaliatory action.

RULE 10. MAYOR PRO TEMPORE

The Town Council shall elect one of its members as Mayor Pro Tempore to preside at the Town Council Meeting or attend a required Board Meeting in the case the Mayor is unable to attend the meeting.